## Appendix 4 – Request and Order for Purchasing

| Purchasing request date/ID: | urchasing request<br>ate/ID: |  | Processing order (septime) |  |  |      |
|-----------------------------|------------------------------|--|----------------------------|--|--|------|
| Product sales               | Measuring unit               |  | December 160               |  |  | Note |
|                             |                              |  |                            |  |  |      |
|                             |                              |  |                            |  |  |      |
|                             |                              |  |                            |  |  |      |
|                             |                              |  |                            |  |  |      |
|                             |                              |  |                            |  |  |      |
|                             |                              |  |                            |  |  |      |
|                             |                              |  |                            |  |  |      |
|                             |                              |  |                            |  |  |      |
| <b>D</b> 111                |                              |  |                            |  |  |      |
| Requested by:               |                              |  | Approved by:               |  |  |      |
| [job title]<br>[name]       |                              |  |                            |  |  |      |
| [signature]                 |                              |  |                            |  |  |      |

**Commented [AS91002]:** This part of form is filled in by e.g. warehouse operator.

**Commented [AS91001]:** This side of form is filled in by person responsible for process in need of supplies.

Commented [AS91003]: Quantity of goods requested.

Commented [AS91004]: Quantity of requested goods that can't be covered by currently available supplies.